

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Sophia Lalani

Employing Office/Committee: The Office of Senator Cory Booker

Travel Expenses Paid by (List all sources): National Democratic Institute (NDI)

Travel Date(s): 8/3/2017-8/11/2017

Description/Title of Attached Forms: Employee Post-Travel Disclosure of Post-Travel Expenses and Reconciled Agenda Kenya IOM; RE-1 is also included

Purpose of Amendment (describe the reason for amending original submission): An additional expense for transit to Dulles airport for international travel was recently submitted to NDI, who will reimburse Ms. Lalani for the exact dollar value of the trip.

11-13-17
(Date)


(Signature of Traveler)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: Sophia Lalani

Employing Office/Committee: Senator Booker

Private Sponsor(s) (list all): National Democratic Institute

Travel date(s): Aug 3-10, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Nairobi, Kenya

Explain how this trip is specifically connected to the traveler's official or representational duties:

Sophia serves as Sen. Booker's lead staff member in his responsibilities of as the Ranking Member of the Senate Foreign Relations Committee's Subcommittee on Africa. Kenya is a critical partner to the United States on counterterrorism, therefore, the future of the country is a priority to SFRC. NDI is facilitating an election monitoring mission for the August 2017 elections in Kenya.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

June 30, 2017
(Date)


(Signature of Employee)

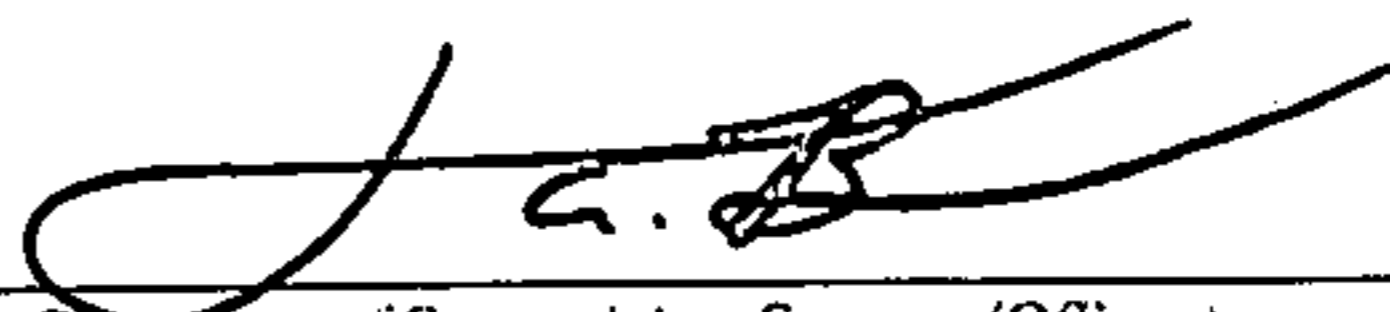
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Cory A. Booker hereby authorize Sophia Lalani
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

6/30/17
(Date)


(Signature of Supervising Senator/Officer)

Agenda (staff travel to counties)

Time	Location	Event
Thursday, August 3, 2017		
All day		Delegates depart for Nairobi
Friday August 4, 2017		
Time	Location	Event
8:20pm (*if on United itinerary option)	Jomo Kenyatta Airport	Delegates arrive in Nairobi -Delegates met at airport by Keith Jennings or Jerry Hartz for transport to Kempinski hotel
9:00pm (*if on American itinerary option)		
8:00pm – 9:30pm	Kempinski Hotel	Welcome dinner - Keith Jennings and Dickson Omondi welcome delegates to Kenya and discuss upcoming delegation schedule - Late arriving delegates will receive welcome materials on August 5
9:30pm		Delegates on their own
Saturday August 5, 2017		
8:30am – 09:00am	Kempinski Hotel	Breakfast Briefing on media reports and political updates
09:00am – 09:30am	Kempinski Hotel	Briefing #1: NDI in Kenya
09:30am – 10:30am	Kempinski Hotel	Briefing #2: NDI's Approach to International Election Observation
10:30am – 11:00am	Kempinski Hotel	Break
11:00am – 12:00pm		Briefing #3: NDI's Gender Perspective and the IOM
12:00pm – 1:00pm	Kempinski Hotel	Working Lunch with NDI Kenya Staff - NDI staff will attend the lunch to discuss Kenya programs in Kenya, including women's leadership in politics.
1:00pm – 3:00pm		Briefing #4: Political Context and Overview for the 2017 Kenya Elections
3:00pm – 4:30pm	Kempinski Hotel	Briefing #5: IEBC and Election Preparedness and How the Process is Supposed to Unfold at the Polling Stations
4:30pm – 5:30pm	Kempinski Hotel	Briefing #6: Deployment Logistics, County Updates and Material Distribution
5:30pm		Group Photograph
7:30pm – 8:30pm	Kempinski Hotel	Working Dinner with Elections Observation Group. - Members of the elections observation group will meet with delegates and discuss their long term observation that began in March 2017
8:30pm		Delegates on their own
Sunday August 6, 2017		

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NDI INTERNATIONAL OBSERVATION MISSION TO KENYA'S AUGUST 2017 ELECTIONS

12:00pm – 12:30pm		Transit
12:30pm – 1:30pm	County hotels	Debrief on morning polling station observations, check in with Nairobi Coordination Center
1:30pm – 2:00pm	County hotels	Break
2:00pm – 2:30pm		Transit
2:30pm – 4:30pm	Polling station	Observe at pre-selected polling station 4
4:30pm – 5:00pm		Transit
5:00pm – 7:00pm	Polling station	Observe closing at pre-selected polling station 5
7:00pm – 8:00pm	County hotels	Debrief dinner on observations on election day and reporting results to Nairobi data center Check in with Nairobi Coordination Center
8:00pm	County hotels	Delegates on their own
Wednesday August 9, 2017		
7:00am – 8:00am	County hotels	Breakfast review of election day developments overnight, including political updates and security updates
8:00am		Depart for Nairobi
1:00pm – 2:00pm	Kempinski hotel	Lunch at Kempinski - Delegates review election day experience with fellow delegates and NDI staff.
2:00pm – 2:30pm	Kempinski hotel	Break
2:30pm – 4:30pm	Kempinski hotel	Delegate full debrief with NDI senior advisors and staff
4:30pm – 7:30pm	Kempinski hotel	Statement Development - Delegates will discuss the observations from election day, critical incidents during voting, and areas in which there were common experiences among delegates. The delegation will discuss key observations to include in a statement.
7:30pm – 9:00pm	Kempinski hotel	Delegates on their own
Thursday August 10, 2017		
8:30am – 9:30am	Kempinski hotel	Review of final statement and press briefing protocol
9:30am – 11:00am	Kempinski hotel	Break
11:00am – 12:00pm	Kempinski hotel	Observe NDI press conference and release of statement
12:00pm		Lunch on your own
10:15pm flight departure (if United itinerary)		Depart for Washington, DC
11:15pm flight departure (if American itinerary)		
Thursday, August 11, 2017		
TBD flight itineraries		Arrive Washington, DC

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Democratic Institute

Travel date(s): 8/3/2017-8/11/2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$2,941	\$870	\$185	Election day materials - \$67.70 Phone and airtime - \$36.00 Water and snacks - \$9.31 Conference materials - \$7.25 Total - \$120.26

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached agenda

11-13-17
(Date)

SOPHIA LALANI
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11-14-17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)